

BACK TO INDUSTRY/BUSINESS
PROFESSIONAL DEVELOPMENT GRANT PROGRAM

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I. INTRODUCTION

The Office of Public Instruction (OPI), Vocational Education Services, contracted with Economic Consultants Northwest (ECN) to provide administrative services for the initiation and execution of the "Back to Industry/Business Professional Development" project. ECN was responsible for contacting Montana vocational educators and administrators to solicit proposals for grant consideration, interact with successful grantees, catalogue grant expenditures, administer payment to grantees, and approve grantee final written and expenditure reports.

This report presents the methods used to administer this project, a summary of each grantee's project, and recommendations for improving the administering agency's role. Appendix A and B contain the grant information packets and Appendix C provides recommended forms to improve project administration. Appendix D presents all expenses associated with the project. Submitted separately from this report is each grantee's file, which contains their proposal, all correspondence, expense receipts/report, and final written report.

II. METHODOLOGY

Direct mail solicitation was used to apprise Montana vocational educators of the availability of professional development grant funds. On July 24, 1984, approximately 2000 information packets (Appendix A) were mailed to vocational educators via their respective school principals/directors. The information packet described the nature of the project and the methods to be followed for funding consideration. All grant proposals were to be submitted to ECN by September 1, 1984.

The response from this initial mail out was low; therefore, an announcement was mailed on August 31, 1984, to the educators informing them that the deadline for proposals had been extended to October 15, 1984. Nine proposals were submitted and seven grants were approved by the OPI Review Committee.

Because there were still grant funds available, a second solicitation was conducted on December 7, 1984, to the same list of educators informing them that grant funds were still available and information packets could be obtained from ECN. This postcard solicitation (Appendix B, Exhibit 1) elicited more response than the initial announcement. The information packet was revised (Appendix B, Exhibit 2) and directly mailed to interested educators. February 15, 1985, was the deadline to submit proposals. The OPI Review Committee approved 17 of 21 grant proposals, which brought the total to 24 proposals approved by the Committee. One awardee cancelled his grant due to lack of interest by participants.

III. GRANT PROJECT SUMMARIES

Each grant awardee was required to submit a written report and an expense report. The written report briefly described the project activities, objectives accomplished, and method of dissemination. The expense report included receipts or a notarized Final Expenditure Report. Both of these reports and additional correspondence are contained in the awardee's file.

The following sections are a synopsis of the awardee's project. Total budget is the total amount of expenses claimed by the awardee, federal amount is equal to 70 percent of total budget, and local match is equal to 30 percent of total budget.

<u>Grant No.</u>	0001
<u>Awardee</u>	Mitzi Rice Columbia Falls High School
<u>Project Title</u>	National Marketing and Distributive Education Curriculum Conference in Atlanta, Georgia
<u>Total Budget</u>	\$1,116.46
<u>Federal Amount</u>	\$ 781.52
<u>Local Match</u>	\$ 334.94

Activities In September 1984, Ms. Rice was part of a representative Montana team attending the 1984 National Marketing Educator Conference sponsored by the U.S. Department of Education and Interstate Distributive Education Consortium. The four-day conference consisted of panel discussions, expert speakers, and small group working and planning sessions.

Objectives A complete curriculum guide for Business Education at Columbia Falls High School was developed and a decision was made to organize a standardized core curriculum for students in marketing throughout the United States. By standardizing the curriculum, transfer students would be able to adapt more easily into marketing programs in other schools, whether in Montana or Indiana.

Dissemination As a result of the conference, Ms. Rice attended the Board of Governors meeting in Great Falls (September/October 1984) to discuss the outcomes of the conference. In April 1985, she met with 17 secondary Marketing and Distributive Education (DE) teachers to provide them with information about the relevancy of suggested activities to the MDE curriculum. Ms. Rice met for another time with MDE teachers (May 1985) to disseminate the results of the curriculum plan of action.

<u>Grant No.</u>	0002
<u>Awardee</u>	Barbara Robertson Capital High School
<u>Project Title</u>	1984 National Marketing and Distributive Education Curriculum Conference in Atlanta, Georgia
<u>Total Budget</u>	\$992.30
<u>Federal Amount</u>	\$694.61
<u>Local Match</u>	\$297.69

Activities In September 1984, Ms. Robertson, along with Ms. Redina Berscheid and Ms. Mitzi Rice, represented the Montana State Planning Team at a national marketing educator conference. The conference structure included: (1) Consensus seeking--Each day participants evaluated a number of philosophy statements. Responses were tabulated and levels of consensus were reported daily. (2) Papers and Presentations--Papers were presented with discussions following. (3) Discussion Groups--Participants were involved in groups that met to discuss marketing education ideas and issues.

Objectives It was beneficial for Ms. Robertson to attend the conference so that she could provide input to the future direction of the marketing curriculum, program standards, awareness, and implementation. Efforts will be made to establish a procedure to assure that marketing and distributive education curriculums are responsive to training needs of industry.

Dissemination The results of the conference were brought back to Montana and shared with marketing and distributive education personnel at the Montana Vocational Association Conference. A presentation concerning the conference will also be made at the DECA Fall Leadership Conference.

<u>Grant No.</u>	0003
<u>Awardee</u>	Jerry Dobesh Billings Career Center
<u>Project Title</u>	Personalysis Management and Communication Workshop in Billings, Montana
<u>Total Budget</u>	\$8,895.00
<u>Federal Amount</u>	\$6,226.50
<u>Local Match</u>	\$2,668.50

Activities In April 1985, Mr. Patrick Powers, Management Technologies, and Mr. Jerry Dobesh, Project Director, conducted a two-day workshop which focused on management and communication skills. The workshop was attended by ten vocational educators and nine business and industry owners/managers. Sixteen hours of instruction and participant involvement in role playing provided the participants with more effective ways to improve communication techniques, individual self-understanding, and management skills.

Objectives The participants learned such skills as: how to identify their own, as well as other individuals', communication strengths and weaknesses; how stress affects behavior; and how to conduct an interview when selecting a new employee. The workshop was designed to provide the participants with communication and management skills to better manage themselves and others in their business and personal relationships.

Dissemination A questionnaire was completed by each participant to evaluate the workshop results and program usability.

<u>Grant No.</u>	0004
<u>Awardee</u>	Leonard Bates/Greg Paulauskis Great Falls Vo-Tech Center
<u>Project Title</u>	Respiratory Therapy Convention in Phoenix, Arizona
<u>Total Budget</u>	\$616.47
<u>Federal Grant</u>	\$431.53
<u>Local Match</u>	\$184.94

Activities In November 1984, Mr. Paulauskis attended the Respiratory Therapy Convention, where he was introduced to various types of new equipment and was present at seven lectures concerned with respiratory therapy techniques. He also participated in the Sputum Bowl, an annual nationwide competition on respiratory knowledge.

Objectives Mr. Paulauskis was able to update his knowledge about respiratory intensive care and the latest respiratory therapy techniques. This knowledge will enable him to teach more effectively and to upgrade the program to meet new essentials for respiratory school accreditation.

Dissemination Information gained from the convention concerning High Frequency Jet Ventilation (HFJV) was incorporated into material presented in the Great Falls Vo-Tech equipment class. In addition, information about new essentials for program accreditation is being employed to plan program changes to ensure compliance with the Accrediting Agency for Respiratory Therapy Schools. A meeting also will be held with the Intermountain Consortium of Respiratory Therapy Educators (ICRTE) to discuss the establishment of a Respiratory Therapy Honor Society.

<u>Grant No.</u>	0005
<u>Awardee</u>	Michael Cavey Western Montana Vocational Teacher's Association
<u>Project Title</u>	Livestock Production Workshop in Polson, Montana
<u>Total Budget</u>	\$2,612.92
<u>Federal Amount</u>	\$1,829.07
<u>Local Match</u>	\$ 783.85

Activities In January 1985, ten vocational agriculture instructors and one administrator attended the two-day workshop. The workshop covered topics such as current trends in veterinary medicine, new veterinary products, techniques of shearing sheep and suturing animals, parasite control, worming techniques, antibiotics, calving, diseases, and economical and facility considerations in raising meat animals. Films were shown on c-sections and diseases, and "hands-on" experience by the participants was provided for sheep shearing, suturing knots, dehorning, castration, restraint, and foot bandaging. More than 400 pages of pertinent printed material was provided to the participants.

Objectives The participants were introduced to new products and techniques for treatment of infectious diseases, parasite control, and preventive medicine. The skills gained at the workshop will enable the instructors to more effectively teach livestock production.

Dissemination In June, a report of the workshop was presented at the Montana Vocational Agriculture Teachers (MVAT) Association's annual meeting in Havre. Twenty-five instructors at the meeting ordered copies of the printed material from the workshop.

<u>Grant No.</u>	0006
<u>Awardee</u>	James Burdette Great Falls Vo-Tech Center
<u>Project Title</u>	Research and Education Council of the American Watchmakers Institute in Cincinnati, Ohio
<u>Total Budget</u>	\$1,093.68
<u>Federal Amount</u>	\$ 765.58
<u>Local Match</u>	\$ 328.10

Activities In June 1985, Mr. Burdette attended a four-day watchmakers convention. Seventeen other watch repair school representatives from the United States and Canada also were present at the conference. Classes covered such subjects as use of the new Citizen volt-hom meter, gemology for the watchmaker, and methods of making technical videos for the classroom. In addition, each participant was provided a workbench to use to learn basic jewelry repair, watch case lug repair, soldering techniques, and torch settings. An engineer from Switzerland presented current technical advancements in the watch industry with special emphasis on the number of high grade movements which are again being produced.

Objectives The information acquired by Mr. Burdette at the convention will enable him to upgrade and update his teaching methods and skill levels. Mr. Burdette was elected Chairperson for the Convention Job Placement Committee. The Committee plans to compile a national watch job list which, when complete, will be sent to all watch repair schools.

Dissemination Presentation of all materials and information acquired at this convention will be made to the Great Falls Vo-Tech Local Advisory Council. In addition, Mr. Burdette will make a presentation concerning the convention to the Montana/Wyoming Jewelers Association at the April convention in Billings.

<u>Grant No.</u>	0007
<u>Awardee</u>	Alex Capdeville Helena Vo-Tech Center
<u>Project Title</u>	Visit of Mid-America Vocational Curriculum Consortium (MAVCC) and Curriculum and Instructions Material Center (CIMC) in Stillwater, Oklahoma City and Lawton, Oklahoma
<u>Total Budget</u>	\$2,132.61
<u>Federal Amount</u>	\$1,491.00
<u>Local Match</u>	\$ 641.61

Activities In May 1985, three auto mechanics instructors from Butte, Helena, and Billings vo-tech centers attended a workshop at the MAVCC headquarters and toured three vocational schools in Oklahoma which have successful competency-based auto mechanics programs. The three schools visited in Oklahoma were the Francis Tuttle Vo-Tech Center (Oklahoma City), High Plains Vo-Tech Center (Lawton), and Indian Meridian Vo-Tech Center (Stillwater).

Objectives The information gained from this Oklahoma tour will allow the three participants to provide input to the methodology and implementation of competency-based instruction so they can contribute more effectively to the Montana Auto Mechanics Curriculum Project.

Dissemination The last draft of the postsecondary auto mechanics curriculum is to be completed in August 1985. Following a final review by the committee in September, the last edit, printing, and distribution will take place at the October Montana Vocational Association Convention. At the October meeting, a presentation about the Oklahoma trip and the auto mechanics curriculum will be made by the committee. Further dissemination will be by mail and in the six 1986 regional industrial education meetings.

<u>Grant No.</u>	0010
<u>Awardee</u>	Judy Brogan Butte Vo-Tech Center
<u>Project Title</u>	5520 Advanced Files Implementation Class in Atlanta, Georgia
<u>Total Budget</u>	\$3,122.70
<u>Federal Grant</u>	\$2,185.89
<u>Local Match</u>	\$ 936.81

Activities In April 1985, Ms. Brogan attended lectures and labs for a 5520 Advanced Files Implementation class to receive instruction on the word processing functions of the IBM 5520 System.

Objectives Ms. Brogan was able to learn current word processing techniques for the IBM 5520 System. This knowledge will allow her to fully utilize the school's equipment and to enhance her teaching methods to train the advanced word processing students.

Dissemination A presentation concerning information provided in the class was given to the Butte Vo-Tech Business Advisory Committee, and specific techniques were shared with the Word Processing Sub-Committee members. In addition, at the next quarterly meeting of the Regional IBM Users Group, Ms. Brogan will present the word processing methods that she learned in the IBM 5520 class.

<u>Grant No.</u>	0011
<u>Awardee</u>	Marvelle Cole Billings West High School
<u>Project Title</u>	Montana Leadership Development Conference and Workshop in Bozeman, Montana
<u>Total Budget</u>	\$167.40
<u>Federal Amount</u>	\$117.18
<u>Local Match</u>	\$ 50.22

Activities In January 1985, Ms. Cole attended the Montana Leadership Development Conference and Workshop. Information gained from this conference included various perspectives on leadership techniques and skills in communication and problem solving.

Objectives The leadership techniques learned by Ms. Cole are designed to enable her to become a better teacher and a more productive leader in the community.

Dissemination The workshop information was shared with other home economists at PIR Day. In addition, Ms. Cole plans to discuss the leadership techniques with members of the Home Economics Teacher Network at the fall meeting in Helena.

<u>Grant No.</u>	0012
<u>Awardee</u>	H. Lee Holmes/Paul Dorrance Helena High School
<u>Project Title</u>	Computer Assisted Teaching Workshop for 14 Montana Schools held in Helena, Montana
<u>Total Budget</u>	\$6,568.00
<u>Federal Amount</u>	\$3,656.80
<u>Local Match</u>	\$2,911.20

Activities In March 1985, 27 vocational education teachers and administrators attended a workshop that introduced them to the Individualized Computer-Assisted Teaching Program. This program is designed to teach the basic concepts of Drafting and Electronics via a modem linked to a computer system. Four workshops were conducted which included such activities as observation of and interviews with students at program site; in-depth study of individualized, computer-assisted instruction; "hands-on" activity to learn how the system transmits and receives; and an exchange of ideas to improve the program.

Objectives The workshop experience provided a foundation for continued implementation of individualized, computer-assisted instruction in vocational education throughout Montana.

Dissemination The results of the workshop will be presented at the MVA Convention in October, 1985.

<u>Grant No.</u>	0013
<u>Awardee</u>	Steve Thurston Great Falls Vo-Tech Center
<u>Project Title</u>	Western Auto Body Conference in Portland, Oregon
<u>Total Budget</u>	\$525.00
<u>Federal Amount</u>	\$367.50
<u>Local Match</u>	\$157.50

Activities In January 1985, Mr. Thurston attended the Western Auto Body Conference at Portland Community College. Instructors and car dealers from Oregon, Idaho, and Washington also were present at the conference. Subjects addressed at the conference included the dangers of using and disposing of toxic chemicals, the new ICARR Segment 8 Instructional Program concerning unitized body sectioning, used parts, welding, and corrosion protection.

Objectives Mr. Thurston's educational knowledge and teaching ability will be improved by the exchange of teaching ideas with other auto body instructors who attended the conference and by the sessions he attended. The conference was of value to the State of Montana because current auto body ideas were brought back and shared with other instructors.

Dissemination Mr. Thurston shared the newly acquired information gained at the conference with the Billings Vo-Tech Auto Body instructors. He visited with these instructors about the conference and provided them with copies of information collected at the conference. In addition, Mr. Thurston gave a report concerning the Portland and Billings trips to the Great Falls Vo-Tech Center Auto Body Advisory Committee.

<u>Grant No.</u>	0014
<u>Awardee</u>	Duane Roll Great Falls Vo-Tech Center
<u>Project Title</u>	Association for Educational Communication and Technology Conference (AECT) in Anaheim, California
<u>Total Budget</u>	\$872.51
<u>Federal Amount</u>	\$610.75
<u>Local Match</u>	\$261.76

Activities In January 1985, Mr. Roll attended a conference that was designed to up-date participants on current technological communication advances, media design principles, and instructional design theory.

Objectives Satellite technology/video tape, instructional development, and copyright are the areas that were enhanced at the conference.

Dissemination Information gained from the conference was disseminated through the various vo-tech department heads, and, in turn, to department members. The community also has been informed of the conference results and has acted on utilization of satellite programming. A trip was made to Butte to share the satellite information. Butte is the only other vo-tech center that has a satellite receiving antenna.

<u>Grant No.</u>	0015
<u>Awardee</u>	Suzanne Waring Great Falls Vo-Tech Center
<u>Project Title</u>	Montana Writing Project in Missoula, Montana
<u>Total Budget</u>	\$870.00
<u>Federal Amount</u>	\$609.00
<u>Local Match</u>	\$261.00

Activities In June and July 1985, Ms. Waring attended daily seminars and 18 workshops on teaching methods for writing at the University of Montana. She also attended evening workshops to use the Applewriter computer for creative writing, and presented her own workshop on "The Power of A Good Business Letter." Her workshop was critiqued by other participants so that she could improve upon it for future presentations.

Objectives Ms. Waring was able to enhance her teaching skills for business writing courses that she teaches. In addition, through other participants critiquing her Business Letter Workshop, she was able to improve the presentation.

Dissemination Ms. Waring has requested time to discuss the workshop results with other teachers in her department during orientation in the fall. On October 17 in Billings, she will conduct "The Power of A Good Business Letter" workshop. She has also offered to present the workshop at the Calgary Writing Convention in September, and at the Montana Association of Teachers of English and Language Arts meeting in October.

<u>Grant No.</u>	0016
<u>Awardee</u>	William A. Dotter Montana Industrial Education Association Helena Middle School
<u>Project Title</u>	Curriculum Inservice Workshops in Helena Middle School, Flathead High School, Frenchtown High School, Huntley Project High School, Circle High School, and Havre High School
<u>Total Budget</u>	\$2,532.30
<u>Federal Amount</u>	\$1,772.61
<u>Local Match</u>	\$ 759.69

Activities In February and March 1985, Mr. Dotter, Montana Industrial Education Association (MIEA), was responsible for conducting workshops in six Montana schools. The workshops were attended by 126 industrial education teachers. The participants were introduced to the Planning Guide for Montana Industrial Education/Technology Programs and were instructed how to use the guide as a resource for conducting introductory activities in technology education. Utilization of existing curriculum outlines and recommended resources to develop a competency-based curriculum also were demonstrated at the workshop.

Objectives The Planning Guide will assist the participating teachers in identifying a curriculum development procedure and teaching strategies. In addition, the participants will have a basic awareness of the advantages of implementing a competency-based instructional system.

Dissemination In October, a presentation concerning the results of the workshop will be made at the MVA/MIEA Convention in Billings.

<u>Grant No.</u>	0019
<u>Awardee</u>	Marion Nelson Great Falls Vo-Tech Center
<u>Project Title</u>	National League for Nursing in San Antonio, Texas
<u>Total Budget</u>	\$733.25
<u>Federal Amount</u>	\$513.28
<u>Local Match</u>	\$219.97

Activities In June 1985, Ms. Nelson attended the National League for Nursing, where she was involved in several educational sessions, which included "Computer Use in Nursing: Current Research," "Video-Teleconferencing in Nursing," and "A Look at Health Care Technology - Implications for Nursing." She also attended three business meetings-- Council of Practical Nurse Programs, Western Regional Assembly of Constituent Leagues for Nursing, and General Sessions - National League for Nursing.

Objectives At the conference, Ms. Nelson was informed of national trends in the nursing profession and, thus, was able to pass this information on to other individuals in her professional field.

Dissemination The newly acquired information gained from this conference will be videotaped and presented during the Health Occupations Division meeting. In addition, Ms. Nelson will give a presentation to the Great Falls Vo-Tech Nursing faculty.

<u>Grant No.</u>	0021
<u>Awardee</u>	Aida Buer Great Falls Vo-Tech Center
<u>Project Title</u>	Denistry Workshop in Chapel Hill, North Carolina
<u>Total Budget</u>	\$1,137.55
<u>Federal Amount</u>	\$ 773.50
<u>Local Match</u>	\$ 364.05

Activities In June 1985, Ms. Buer attended the "Clinical Dental Auxiliary Teacher Education in the 1980's" Workshop at the University of North Carolina School of Denistry. The workshop combined a format of lecture/discussion with individual program application to expose the participants to a wide range of preclinical and clinical education concepts. Elective mini-sessions also were provided to update the participants on current concepts and research in areas that directly affect clinical education.

Objectives Ms. Buer was able to upgrade her teaching skills in clinical and preclinical courses as well as learn the current techniques/methods being used in her profession. In addition, her participation in the workshop assisted in meeting certification inservice requirements and proposed curriculum changes based on the Commission of Accreditation recommendations.

Dissemination At the workshop, Ms. Buer was able to share the new concepts with six other dental assistance instructors. Copies of pertinent clinical education documents were reproduced for each of the instructors. In addition, Ms. Buer plans to meet and discuss the workshop with Ms. JoAnn Karr, Director of the Dental Hygiene Program at Carroll College in Helena.

<u>Grant No.</u>	0023
<u>Awardee</u>	Doug Polette Montana State University
<u>Project Title</u>	Northwest Industry Tour in Idaho and Utah
<u>Total Budget</u>	\$7,523.04
<u>Federal Amount</u>	\$2,946.29
<u>Local Match</u>	\$4,576.75

Activities In June 1985, 18 Montana industrial education instructors toured selected northwest industries. The selected industries demonstrated to the participants state-of-the-art technology in three areas: (1) transportation at such places as Martin Thokol Corporation, Hill Air Force Base, EGG Idaho, and Promontory Pt. Utah; (2) manufacturing at Nucor Steel, and Chicago Bridge and Iron; and (3) communication systems at EGG Idaho, Hill Air Force Base, and Chicago Bridge and Iron. While visiting each industry, participants took photos and notes, which will be compiled to form a document/slide presentation of the trip.

Objectives The participating instructors will be able to provide their students with up-to-date information on manufacturing practices and job opportunities, and present the industrial slide series. The slide series is narrated and provides information on a particular process and/or career.

Dissemination In October 1985, a report concerning the tour will be presented to industrial education teachers at the Vocational Leadership Conference in Billings. Information about the trip will be included in the departmental newsletter, and the participating instructors will present the industrial slide series to their students.

<u>Grant No.</u>	0024
<u>Awardee</u>	Linda Cotton Cascade High School
<u>Project Title</u>	University Sponsored Workshops/ Classes in Bozeman, Havre, and Dillon
<u>Total Budget</u>	\$886.30
<u>Federal Amount</u>	\$620.41
<u>Local Match</u>	\$265.89

Activities In June/July 1985, Ms. Cotton attended four workshops/classes sponsored by Montana State University. The classes focused on word processing, accounting, and spreadsheet training on the microcomputer.

Objectives With the information Ms. Cotton gained by attending the summer workshops, she has been able to work with her students to convert their Office Model Program to using microcomputers more extensively. An Information Processing Class has been created at Cascade High School which instructs students in spreadsheet, data base, and word processing. In addition, the Model Office Class has been expanded to include a second year, which will enable the students to acquire more skills.

Dissemination Results of the workshops were to be presented at the Office Education Association Advisors Conference. This conference was cancelled but rescheduled for October, 1985, at which time Ms. Cotton will make the presentation. Other dissemination efforts are directly related in her improved teaching methods and the benefits the students receive from these improvements.

<u>Grant No.</u>	0025
<u>Awardee</u>	Ronald Higgins Troy High School
<u>Project Title</u>	FMAW-FCAW-SAW Welding Training in Appleton, Wisconsin
<u>Total Budget</u>	\$1,231.76
<u>Federal Amount</u>	\$ 862.23
<u>Local Match</u>	\$ 369.53

Activities In June 1985, Mr. Higgins attended a welding training school that taught various welding techniques and introduced many types of welding equipment.

Objectives Mr. Higgins will be able to more effectively teach his students the electrical theory behind the operation of wire-feed welders.

Dissemination Mr. Higgins plans to offer an Adult Education Program on the use of wire-feed welders for short-circuiting and pulse-spray arc. In addition, Mr. Higgins is in the process of setting up a sectional at the State Vocational Convention in Billings this fall. The sectional would be a demonstration of a welding procedure or equipment.

<u>Grant No.</u>	0027
<u>Awardee</u>	Ronald Talmage Northern Montana College
<u>Project Title</u>	Artificial Intelligence (AI) Conference in Long Beach, California
<u>Total Budget</u>	\$694.65
<u>Federal Amount</u>	\$361.00
<u>Local Match</u>	\$333.65

Activities In April and May 1985, Mr. Talmage attended an advanced computer technology conference/exhibition. This conference consisted of 19 technical sessions, 2 panel discussions, and displays of leading products. The conference focused on AI ("expert systems") and computer graphics from an industrial rather than academic perspective.

Objectives The newly acquired information gained at the conference will enable Mr. Talmage to better familiarize his students at Northern Montana College with "expert systems" and computer graphic techniques.

Dissemination Mr. Talmage will make a presentation concerning the results of the AI Conference to the Northern Montana College faculty and at the Montana Vocational Association Conference.

<u>Grant No.</u>	0028
<u>Awardee</u>	William Lodermeier Winnett Public School
<u>Project Title</u>	Conservation in Buildings: Northwest Perspective in Butte, Montana
<u>Total Budget</u>	\$594.04
<u>Federal Amount</u>	\$415.83
<u>Local Match</u>	\$178.21

Activities In May 1985, Mr. Lodermeier attended an energy conservation conference which focused on current technology in the Pacific Northwest for the construction of energy efficient homes. In addition to technical presentations, panel discussions allowed participant interaction and exhibits displayed major products and services.

Objectives In addition to the knowledge gained at the conference, Mr. Lodermeier was able to collect and organize current information on energy efficient homes. This information was mailed to Montana vocational educators.

Dissemination Mr. Lodermeier mailed an information packet to Building Trades and Industrial Arts Vocational Education teachers and appropriate building-related personnel in Montana. The packet contained: a brief description of the Conservation in Building Conference, a list of exhibitors and their addresses, and a list of free pamphlets and literature from the Montana Department of Natural Resources and Conservation.

<u>Grant No.</u>	0029
<u>Awardee</u>	Larry Hart Montana State Prison
<u>Project Title</u>	Competency Based Auto Mechanics Instruction in Oklahoma
<u>Total Budget</u>	\$679.36
<u>Federal Amount</u>	\$454.36
<u>Local Match</u>	\$225.00

Activities In May 1985, Mr. Hart visited the Great Plains Vocational Center (Lawton, Oklahoma), the Francis Tuttle Vocational Center (Oklahoma City, Oklahoma), the Indian Meridan Vocational Center (Stillwater, Oklahoma), and the Mid-America Vocational Curriculum Consortium (Stillwater, Oklahoma) to become familiar with competency-based instruction and education materials. At the vo-tech centers, Mr. Hart observed the physical features associated with their competency-based program and learned about their program curriculum. At the Mid-America Vocational Curriculum Consortium (MAVCC), Mr. Hart attended a workshop which focused on the development of a competency-based curriculum.

Objectives The Oklahoma sites visited had no system that could be readily adapted to the Vocational Training Program at Montana State Prison; therefore, the prison is developing its own competency-based education curriculum using materials and knowledge obtained from the Oklahoma trip. Future objectives to be accomplished are to move toward Student Certification and to build a curriculum to comply with program standards of the National Institute for Automotive Service Excellence.

Dissemination A presentation concerned with the results of the Oklahoma trip (i.e., individualized competency-based education) was made to the Vocational Education Staff at the Montana State Prison.

<u>Grant No.</u>	0030
<u>Awardee</u>	Margaret Arnott Billings West High School
<u>Project Title</u>	Hamburger University (McDonald's Management Training Center) in Oak Brook, Illinois
<u>Total Budget</u>	\$383.41
<u>Federal Amount</u>	\$268.39
<u>Local Match</u>	\$115.02

Activities In February 1985, Ms. Arnott toured Hamburger University where she learned the manager training methods used by McDonald's Fast Food Restaurant. She learned the detail to which McDonald's has refined all restaurant processes ranging from food production to personnel teaching techniques.

Objectives Ms. Arnott believes it would be extremely beneficial to her home economics students to learn occupational homemaking as well as standard consumer homemaking. As a result of the McDonald's tour, in August, Ms. Arnott will make a recommendation to School District #2 Home Economics Curriculum Committee to include fast food restaurant management awareness and training in the curriculum.

Dissemination The information gained by touring the McDonald's Center will be shared with the Billings School District Home Economics Curriculum Committee. In addition, Ms. Arnott will request time to present the results of the tour at the Montana Vocational Conference, Home Economics Division.

IV. RECOMMENDATIONS

There were few complications encountered in the administration of the Professional Development Grant Program. There are, however, methods that could be implemented to improve the Program. The following is a brief description of actions that could be taken to improve the administration tasks of the Program.

1) Solicitation Announcements: Educators do not generally check their school mailboxes or keep in contact with school officials during the summer months; therefore, solicitation announcements should be mailed during the school year but not during holidays (e.g., Christmas).

2) Information Packets: Only a small percentage percent of all educators on the mailing list submitted proposals. Thus, it is recommended that postcard announcements rather than complete information packets initially be mailed to the educators. Information packets then would be sent to the interested educators upon request to the administrating agency.

3) Proposals: Proposals should be limited to four single-spaced pages. By restricting the number of pages, the abstract would no longer be necessary.

4) Selection Committee: Specific criteria should be followed by the Selection Committee (Appendix C, Exhibit 1). In addition, after all proposals have been reviewed, a short Committee meeting should be held to discuss any proposals that may be on the borderline for approval or

rejection. A representative from the administrating agency should be present at this meeting so that reasons for grant rejection can be noted and passed on to the unsuccessful applicant.

5) Grant Expenses: Several items need to be addressed concerning project expenses.

(a) State Rates: Many of the educators did not follow state rates. Although the state rate rule was stressed in the information packet in several places, some of the educators did not seem aware that they were to adhere to state rates. The use of state rates should be stressed more and checked carefully in the proposed budgets.

(b) Receipts: There would be less confusion if all grantees submitted a Final Certified Expenditure Report (Appendix C, Exhibit 2) instead of receipts. By requiring the Expenditure Report, the burden of expense proof would be the responsibility of the grantee and/or school.

(c) Local Match: The educators had difficulty calculating the 30 percent match. The proposed budget should be revised (Appendix C, Exhibit 3) and an example provided showing how to calculate the 30 percent match.

6) Final Written Report: An outline should be provided to the grantees on what is expected in a final written report. It is suggested that the outline be similar to the format followed in Section III (Grant Project Summaries) of this report.

7) Project Due Date: It is recommended that all projects be scheduled to be completed within the school year because of the difficulty associated with locating educators in the summer months.

APPENDIX A
GRANT INFORMATION PACKET

Dear Educator:

The Department of Vocational Education through Economic Consultants Northwest (ECN) is soliciting proposals from vocational educators, counselors, and administrators for personnel development activities. If you are interested in applying for funding for a project to enhance your teaching skills, please see the attached "General Information for Vocational Education Personnel Development Grant Application." If you wish to apply for a grant, please see your principal for the necessary forms.

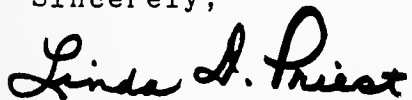
Briefly, the procedure for grant application is as follows:

- 1) Application, Abstract, Proposal to be submitted to ECN by deadline date (September 1, 1984 and/or February 1, 1985).
- 2) Examination of all Proposal Applications by ECN to make sure applications are properly completed.
- 3) Review and selection of all Abstracts by Advisory Committee.
- 4) Review of Proposals of all selected Abstracts by Advisory Committee.
- 5) Selection of grant awardees by Advisory Committee.
- 6) All educators who submit a proposal will receive notice of approval or rejection.

Please be advised that the preparation of the Abstract is a critical step in the application procedure. The Advisory Committee will first evaluate the Abstracts to select those Proposals that will be considered; therefore, it is essential to prepare a concise Abstract which clearly outlines your proposed project.

If you have questions regarding the application or review process, please contact Linda Priest (ECN) at 442-6075.

Sincerely,



Linda D. Priest
Project Administrator

Enclosure
LP:ml

GENERAL INFORMATION FOR VOCATIONAL
EDUCATION PERSONNEL DEVELOPMENT
GRANT APPLICATION

PURPOSE:

"The responsibility of teacher upgrading and training is viewed as a cooperative effort between the state, local district, and the individual vocational teacher."

Gene R. Christiaansen,
Assistant Superintendent for Vocational
Education, Office of Public Instruction,
Helena, Montana

The Department of Vocational Education through ECONOMIC CONSULTANTS NORTHWEST is soliciting proposals from secondary and postsecondary vocational education for personnel development activities. These activities are meant to provide a statewide impact in secondary and postsecondary vocational teacher upgrading through business or industrial based training programs and university sponsored workshops.

PERSONS ELIGIBLE TO APPLY:

Vocational teachers in: secondary schools, grades 9-12 in all vocational disciplines; Vo-Tech Centers; colleges and universities; vocational guidance counselors and administrators, as it relates to careers.

TYPES OF ACTIVITIES FOR GRANT AWARDS:

Grant proposals may be submitted for any of the following activities:

1. Attending a professional training program sponsored by business and industry.
2. Attending university sponsored workshops whose purpose is to upgrade teachers of vocational education courses.
3. Developing an industrial or business training program for a group of vocational educators.
4. Grant proposals may be for an individual or a group of teachers.

PRIVATE SCHOOL PARTICIPATION:

Private schools must be given a genuine opportunity to participate in proposed personnel development activities. Therefore, private school officials must be informed of a district's intent to apply for a grant.

FUNDING AVAILABLE:

Grant applications are competitive. Since the purpose of the personnel development grants is to strengthen the quality of vocational education by financially supporting activities designed to improve educational practices, there is no allocation formula used for funding. The amount of funds which will be approved for an application depends upon financial need in meeting costs of developing and implementing the identified educational activity in the most cost-effective way. Seventy percent (70%) of the expenses incurred by the participant will be reimbursed at state rates by the grant for tuition or enrollment fees, travel, lodging, and substitute pay if required. The remaining portion of expenses will be the responsibility of the local district and/or the individual applying.

REQUIREMENTS FOR PARTICIPATION:

Participants whose proposals are accepted will be required to share newly acquired skills, information, written materials, or instructional/curriculum changes made as a result of training. This may be accomplished by one of several means, such as:

1. Regional workshops.
2. Workshops or addresses at MVA Convention.
3. Workshops or addresses at vocational teachers state or regional meetings.
4. Published curriculum revisions that reflect new learning.

CREDIT OPTIONS:

University credit or teacher recertification credit with the OPI is negotiable dependent on scope and design of program and desire of applicant. Grant awardees will be responsible for any additional fees required for credit options.

APPLICATION PROCEDURE:

An application and proposal outline is available from your principal. No proposals will be reviewed until the submission date. All proposals must be signed by the school administrator or individual responsible for sharing in the expense of the training.

Directions for completing the application:

1. Complete and sign pages 1 and 2 or 3.
2. Write a short abstract of the proposed project (not to exceed 1 page).
3. Using the application format on pages 4 and 5, respond in narrative form to each statement and question.
4. When developing a detailed budget to support the activities of the application, use the budget format (pages 6 and 7) which includes the expenditure accounting codes.
5. Submit only one completed and signed copy of the application to:

Economic Consultants Northwest
1400 Eleventh Avenue
Helena, MT 59601

6. Submit applications prior to the following deadline submission dates:

September 1, 1984
February 15, 1985

7. All appropriate sections of an application must be completed and signed in order to permit consideration in the competitive review process. Incomplete and/or unsigned applications will be returned to the applicant. The applicant may then submit the completed and signed application prior to the next deadline submission date, if necessary.
8. Please do not use bindings or plastic covers and do not submit general information sheets.
9. A copy of the approved application will be returned to the authorized representative of the district. Authorized representatives will also be informed of non-approval.

FOR ADDITIONAL INFORMATION OR ASSISTANCE. TELEPHONE:

Economic Consultants Northwest
Linda Priest, Project Administrator
406-442-6075

METHOD OF APPLICATION REVIEW AND APPROVAL:

An Advisory Committee made up of vocational personnel and state office staff in Montana will read all abstracts, using established criteria and standard review format, as is described in the enclosed packet. Following abstract approval, Economic Consultants Northwest staff and Advisory Committee will collectively review, analyze, select, and recommend the most worthy proposals for funding. Normally, approved applications will receive up to 75 percent of funds within 2 to 4 weeks of the date of approval. The final 25 percent of funds will be provided to the awardee upon completion of the contract.

Dear Principal:

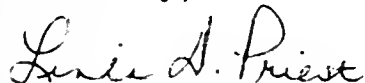
Economic Consultants Northwest (ECN) is under contract to the Department of Vocational Education Services to provide administrative assistance for professional development grants for vocational educators, counselors, and administrators.

Enclosed are information packets to be distributed to the vocational education instructors at your school. This information packet explains the proposal process to be followed by instructors who wish to apply for a "Back to Industry/Business Professional Development" grant.

Also enclosed are master copies of the Application Form, Application Format, and State Travel Rates. If an instructor wishes to submit a grant application she/he will request a copy of these forms from your office.

If you have any questions regarding this project, please contact Linda Priest at 442-6075.

Sincerely,



Linda D. Priest
Project Administrator

Enclosures
LP:ml

Dear Director:

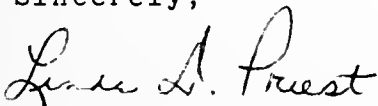
Economic Consultants Northwest (ECN) is under contract to the Department of Vocational Education Services to provide administrative assistance for professional development grants for vocational educators, counselors, and administrators.

Enclosed are information packets to be distributed to the vocational education instructors at your school. At this time not all instructors' names were available; therefore, I have included extra information packets to be distributed to the remainder of the faculty. The information packet explains the proposal process to be followed by instructors who wish to apply for a "Back to Industry/ Business Professional Development" grant.

Also enclosed are master copies of the Application Form, Application Format, and State Travel Rates. If an instructor wishes to submit a grant application she/he will request a copy of these forms from your office.

If you have any questions regarding this project, please contact Linda Priest at 442-6075.

Sincerely,



Linda D. Priest
Project Administrator

Enclosures
LP:ml

APPLICATION FORMAT

Respond in narrative form to each statement or question. Letter the narrative to correspond with the format below. Be sure to include activities for private schools, if applicable.

A. ABSTRACT

In one page, summarize entire project, including total cost of project. This step is extremely important because it is the basis on which the Advisory Committee decides whether or not to further evaluate your proposal.

B. PROPOSAL SUMMARY

This should be a brief summary. State clearly, concisely and specifically the major emphasis and scope of your application and the cost. This should give the big picture of what you want to do and the areas in which you want to improve vocational educational practices.

C. STATEMENT OF NEEDS OR PROBLEM STATEMENT

These should be specific statements. Zero in on the needs or problems with which you want to deal. You should be able to document how you determined a particular need or problem. One specific need or problem statement, well-written, is sufficient. Three such statements are probably a maximum for any grant application.

D. OBJECTIVES

Your objectives should relate to each of your needs or problem statements. These should be specific, measurable statements of what your application is to accomplish. Remember, you have defined your needs or problems, now tell what your final objectives or outcomes are to be so that you can offer solutions. Have you clarified in measurable terms what is going to be accomplished, who will accomplish it, and when it will be accomplished?

E. ACTIVITIES & METHODOLOGY

Summarize your activities in narrative. This summary should be brief and concise, and yet show what your activities and methodology will encompass. Show specifically what will be done to reach each stated objective. Include everything you will be doing in the project.

F. APPROXIMATE TIME LINE

When will things be done? Begin with submission of application and ending with final report. Be sure final reports can be submitted within specified deadline.

G. EVALUATION

Tell how you are going to evaluate what you set out to do. Remember, if you have stated your objectives clearly and they are measurable, all you need is more detail. If the evaluation is difficult to write, your objectives are probably not stated clearly.

H. PERSONNEL INVOLVED IN THE PROJECT

Name the people involved in the project activities and how they will be involved. Please use a table similar to the example below:

<u>Name of Person</u>	<u>Position</u>	<u>Kind of Involvement</u>
-----------------------	-----------------	----------------------------

I. DISSEMINATION

Good projects should be shared with others! Tell how you intend to disseminate information about your project to other vocational educators.

Example: 1. Regional workshop
 2. Workshop or address at MVA
 3. Workshop at regional meetings
 4. Published curriculum

J. PROJECT BUDGET

Using the expenditure account codes listed on the bottom of the page, develop the various budget items necessary to support all activities described in this application. Only listed accounting codes are allowable. Expenses incurred will be reimbursed at state rates. A full explanation of all budget expenditures should be included in Activities and Methodology, Section E. Round off figures to nearest dollar.

			OFFICIAL USE ONLY
BUDGET ITEMS	LINE ITEM	MATCH	APPROVED BUDGET
*0232 Instructional Supplies	\$		
0252 Inservice Training Expenses			
0258 Instructional Travel Expenses			
0285 Consultant's Fee			
0288 Consultant's Travel			
Contracted Services (District/Individual)	Requested Funds	District/Indiv.	
	\$	\$	
TOTAL BUDGET			

Approval:

Economic Consultants Northwest	Date
--------------------------------	------

- 0232 Instructional Supplies. Expenditures for all supplies constructively consumed in the teaching-learning process.
- 0252 Inservice Training Expenses. Expenses related to inservice training, such as substitutes for vocational instructors who are away on related inservice training, tuition fees, etc.
- 0258 Instructional Travel Expenses. Expenses for approved instructional travel.
- 0285 Consultant's Fees. Expenses for approved consultant's fees.
- 0288 Consultant's Travel. Expenses for approved consultant's travel.

*Note: These numbers may be changed by the administering institution to fit existing accounting numbers.

PROPOSAL EVALUATION CRITERIA

The proposal will be evaluated on the following criteria:

- 1) Effectiveness of project in improving educational practices.
- 2) Methods of sharing newly acquired skills and information derived from project.
- 3) Cost effectiveness of the project.
- 4) Organization and clarity of the proposal.

DISTRICT/INDIVIDUAL OBLIGATIONS

1. CONTRACT AND AGREEMENT

An approved application is considered to be a contract or an agreement between the controlling authority and Economic Consultants Northwest. Therefore, it is expected that the district or individual will conduct the approved activities and expend the approved budget accordingly.

2. AMENDMENTS

Should it be found that conducting approved activities is not possible, the district/individual must submit an amendment(s) to the application and/or budget for approval.

3. FUND ACCOUNTABILITY

It is necessary that the district/individual keep accurate accounts of all activities paid with grant funds.

4. FUND OBLIGATIONS AND EXPENDITURES

The district/individual may make obligations and expenditures of funds only after the beginning date and prior to the ending date of the approved application.

5. REPORT

It is the responsibility of the awardee to submit a final report within the time line specification.

6. DISSEMINATION

It is the obligation of the individual who receives the grant to develop a method to share information gained in the personnel development experience.

APPENDIX B

EXHIBIT 1: POSTCARD SOLICITATION

December 7, 1984

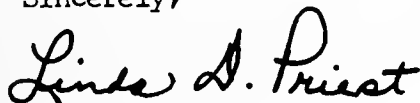
Dear Principal:

Economic Consultants Northwest (ECN) is under contract to the Department of Vocational Education Services to provide administrative assistance for professional development grants for vocational educators, counselors, and administrators.

Enclosed are announcement cards to be distributed to the vocational education instructors at your school. This card informs the instructors of the availability of funds and where to obtain forms if they wish to apply for a "Back to Industry/Business Professional Development" grant.

Thank you for your assistance in distributing these cards to the instructors. If you have any questions regarding this project, please contact Linda Priest at 442-6075.

Sincerely,



Linda D. Priest
Project Administrator

Enclosures
LDP:mel

ANNOUNCEMENT
VOCATIONAL EDUCATION INSTRUCTORS

This card is to notify you that there are still funds available for Vocational Education Personnel Development Grants. The Department of Vocational Education Services through Economic Consultants Northwest (ECN) is soliciting proposals from vocational educators, counselors, and administrators for personnel development activities. The deadline for applications and proposals to be submitted to ECN is February 15, 1985.

If you wish to apply for a grant, please contact Linda Priest at 442-6075 for the necessary forms.

Economic Consultants Northwest
1400 Eleventh Avenue
Helena, MT 59601

APPENDIX B

EXHIBIT 2: REVISED INFORMATION PACKET

Dear Educator:

The Department of Vocational Education through Economic Consultants Northwest (ECN) is soliciting proposals from vocational educators, counselors, and administrators for personnel development activities. As you requested, I have enclosed the information and forms that you will need to apply for a Vocational Education Professional Development Grant.

Briefly, the procedure for grant application is as follows:

- 1) Application, Abstract, and Proposal to be submitted to ECN by February 15, 1985.
- 2) Examination of all Proposal Applications by ECN to make sure applications are properly completed.
- 3) Review and selection of all Abstracts by Advisory Committee.
- 4) Review of Proposals of all selected Abstracts by Advisory Committee.
- 5) Selection of grant awardees by Advisory Committee.
- 6) All educators who submit a proposal will receive notice of approval or rejection.

Please be advised that the preparation of the Abstract is a critical step in the application procedure. The Advisory Committee will first evaluate the Abstracts to select those Proposals that will be considered; therefore, it is essential to prepare a concise Abstract which clearly outlines your proposed project.

If you have questions regarding the application or review process, please contact Linda Priest (ECN) at 442-6075.

Sincerely,

Linda D. Priest
Project Administrator

Enclosure
LDP:mel

GENERAL INFORMATION FOR VOCATIONAL
EDUCATION PROFESSIONAL DEVELOPMENT
GRANT APPLICATION

PURPOSE:

"The responsibility of teacher upgrading and training is viewed as a cooperative effort between the state, local district, and the individual vocational teacher."

Gene R. Christiaansen,
Assistant Superintendent for Vocational
Education, Office of Public
Instruction, Helena, Montana

The Department of Vocational Education through ECONOMIC CONSULTANTS NORTHWEST is soliciting proposals from secondary and postsecondary vocational education for professional development activities. These activities are meant to provide a statewide impact in secondary and postsecondary vocational teacher upgrading through business or industrial based training programs and university sponsored workshops.

PERSONS ELIGIBLE TO APPLY:

Vocational teachers in: secondary schools, grades 9-12 in all vocational disciplines; vo-tech centers; colleges and universities; vocational guidance counselors and administrators, as it relates to careers.

TYPES OF ACTIVITIES FOR GRANT AWARDS:

Grant proposals may be submitted for any of the following activities:

- 1) Attending a professional training program sponsored by business and industry.
- 2) Attending university sponsored workshops whose purpose is to upgrade teachers of vocational education courses.
- 3) Developing an industrial or business training program for a group of vocational educators.
- 4) Grant proposals may be for an individual or a group of teachers.

PRIVATE SCHOOL PARTICIPATION:

Private schools must be given a genuine opportunity to participate in proposed professional development activities. Therefore, private school officials must be informed of a district's intent to apply for a grant.

FUNDING AVAILABLE:

Grant applications are competitive. Since the purpose of the professional development grants is to strengthen the quality of vocational education by financially supporting activities designed to improve educational practices, there is no allocation formula used for funding. The amount of funds which will be approved for an application depends upon financial need in meeting costs of developing and implementing the identified educational activity in the most cost-effective way. Seventy percent (70%) of the total expenses incurred by the participant will be reimbursed at state rates by the grant for tuition or enrollment fees, travel, lodging, and substitute pay if required. The remaining portion of total expenses (i.e., 30 percent match) will be the responsibility of the local district and/or the individual applying.

REQUIREMENTS FOR PARTICIPATION:

Participants whose proposals are accepted will be required to share newly acquired skills, information, written materials, or instructional/curriculum changes made as a result of training. This may be accomplished by one of several means, such as:

- 1) Regional workshops.
- 2) Workshops or addresses at MVA Convention.
- 3) Workshops or addresses at vocational teachers state or regional meetings.
- 4) Published curriculum revisions that reflect new learning.

CREDIT OPTIONS:

University credit or teacher recertification credit with the OPI is negotiable dependent on scope and design of program and desire of applicant. Grant awardees will be responsible for any additional fees required for credit options.

TIME LINES:

Final reports and project receipts must be submitted to Economic Consultants Northwest by June 30, 1985.

APPLICATION PROCEDURE:

An application and proposal outline are attached. No proposals will be reviewed until the submission date. All proposals must be signed by the school administrator or individual responsible for sharing in the expense (30 percent match) of the training.

Directions for completing the application:

- 1) Complete and sign pages 8 and 9 or 10.
- 2) Write a short abstract of the proposed project (not to exceed 1 page).
- 3) Using the application format on pages 5 and 6, respond in narrative form to each statement and question.
- 4) When developing a detailed budget to support the activities of the application, use the budget format (page 11) which includes the expenditure accounting codes. Please keep in mind, federal funds are for 70 percent of the total budget. For example, if \$1,000 were the total budget for your proposed project, \$700 would be federally funded and \$300 would be the responsibility (i.e., match) of the school district or individual. Budgets must be detailed for both federal funds and match. For instance, instructional travel expenses must be divided into air fare, car rental, taxi fare, lodging, meals, and so forth. All other expenses should be divided out in the same manner.
- 5) Submit only one completed and signed copy of the application to:

Economic Consultants Northwest
1400 Eleventh Avenue
Helena, MT 59601
- 6) Submit applications prior to February 15, 1985.
- 7) All appropriate sections of an application must be completed and signed in order to permit consideration in the competitive review process. Incomplete and/or unsigned applications will be returned to the applicant. The applicant may then submit the completed and signed application prior to the deadline submission date, if necessary.
- 8) Please do not use bindings or plastic covers and do not submit general information sheets.
- 9) A copy of the approved application will be returned to the authorized representative of the district. Authorized representatives will also be informed of non-approval.

FOR ADDITIONAL INFORMATION OR ASSISTANCE, TELEPHONE:

Economic Consultants Northwest
Linda Priest, Project Administrator
406-442-6075

METHOD OF APPLICATION REVIEW AND APPROVAL:

An Advisory Committee made up of vocational personnel and state office staff in Montana will read all abstracts, using established criteria and standard review format, as is described in the enclosed packet. Following abstract approval, the Advisory Committee will review, analyze, select, and recommend the most worthy proposals for funding. Normally, approved applications will receive up to 75 percent of funds within 2 to 4 weeks of the date of approval. The final 25 percent of funds will be provided to the awardee upon completion of the contract.

PROPOSAL EVALUATION CRITERIA:

The proposal will be evaluated on the following criteria:

- 1) Effectiveness of project in improving educational practices.
- 2) Methods of sharing newly acquired skills and information derived from project.
- 3) Cost effectiveness of the project.
- 4) Organization and clarity of the proposal.

APPLICATION FORMAT

Respond in narrative form to each statement or question. Letter the narrative to correspond with the format below. Be sure to include activities for private schools, if applicable.

A. ABSTRACT

In one page, summarize entire project, including total cost of project. This step is extremely important because it is the basis on which the Advisory Committee decides whether or not to further evaluate your proposal.

B. PROPOSAL SUMMARY

This should be a brief summary. State clearly, concisely and specifically the major emphasis and scope of your application and the cost. This should give the big picture of what you want to do and the areas in which you want to improve vocational education practices.

C. STATEMENT OF NEEDS OR PROBLEM STATEMENT

These should be specific statements. Zero in on the needs or problems with which you want to deal. You should be able to document how you determined a particular need or problem. One specific need or problem statement, well-written is sufficient. Three such statements are probably a maximum for any grant application.

D. OBJECTIVES

Your objectives should relate to each of your needs or problem statements. These should be specific, measurable statements of what your application is to accomplish. Remember, you have defined your needs or problems, now tell what your final objectives or outcomes are to be so that you can offer solutions. Have you clarified in measurable terms what is going to be accomplished, who will accomplish it, and when it will be accomplished?

E. ACTIVITIES & METHODOLOGY

Summarize your activities in narrative. This summary should be brief and concise, and yet show what your activities and methodology will encompass. Show specifically what will be done to reach each stated objective. Include everything you will be doing in the project.

F. APPROXIMATE TIME LINE

When will things be done? Begin with submission of application and ending with final report. Be sure final reports can be submitted within specified deadline and before June 30, 1985.

G. EVALUATION

Tell how you are going to evaluate what you set out to do. Remember, if you have stated your objectives clearly and they are measurable, all you need is more detail. If the evaluation is difficult to write, your objectives are probably not stated clearly.

H. PERSONNEL INVOLVED IN THE PROJECT

Name the people involved in the project activities and how they will be involved. Please use a table similar to the example below:

<u>Name of Person</u>	<u>Position</u>	<u>Kind of Involvement</u>
-----------------------	-----------------	----------------------------

I. DISSEMINATION

Good projects should be shared with others! Tell how you intend to disseminate information about your project to other vocational educators.

Example: 1) Regional workshop
2) Workshop or address at MVA
3) Workshop at regional meetings
4) Published curriculum

J. PROJECT BUDGET

Using the expenditure account codes listed on the bottom of page 11, develop the various budget items necessary to support all activities described in this application. Only listed accounting codes are allowable. Expenses incurred will be reimbursed at state rates. A full explanation of all budget expenditures should be included in Activities and Methodology, Section E. (See examples on page 4). Round off figures to nearest dollar.

DISTRICT/INDIVIDUAL OBLIGATIONS

1. CONTRACT AND AGREEMENT

An approved application is considered to be a contract or an agreement between the controlling authority and Economic Consultants Northwest. Therefore, it is expected that the district or individual will conduct the approved activities and expend the approved budget accordingly.

2. AMENDMENTS

Should it be found that conducting approved activities is not possible, the district/individual must submit an amendment(s) to the application and/or budget for approval.

3. FUND ACCOUNTABILITY

It is necessary that the district/individual keep accurate accounts of all activities paid with grant funds.

4. FUND OBLIGATIONS AND EXPENDITURES

The district/individual may make obligations and expenditures of funds only after the beginning date and prior to the ending date of the approved application.

5. REPORT

It is the responsibility of the awardee to submit a final report within the time line specification.

6. DISSEMINATION

It is the obligation of the individual who receives the grant to develop a method to share information gained in the professional development experience.

APPLICATION FORM FOR VOCATIONAL EDUCATION
PROFESSIONAL DEVELOPMENT GRANT

A. GENERAL PROJECT INFORMATION

1. Applicant name (or group) _____
2. School name _____ Dist.# _____ County _____
3. Mailing address _____
_____ Telephone _____
4. Proposed training _____
Location _____
Dates _____
5. Total cost of project \$ _____
Federal funds requested \$ _____
6. Credit option request _____ OPI recertification credit (no charge)
_____ University credit
7. Names of known private (non-public) schools in district (Note:
application for participation. (p. _____ is required from each
private school.)

8. If other public school districts are to participate in this
proposal, identify each district by name and list #. _____

9. Number of personnel involved in proposed activities _____
10. Certification

I hereby certify that all the facts, figures and representatives
made in this application including all exhibits and attachments made
as part of this application are true and correct to the best of my
knowledge and belief.

Signature _____
Applicant Date

B. STATEMENT OF ASSURANCES IF DISTRICT IS RESPONSIBLE FOR 30% MATCH:

Name of grant fiscal agent: _____

Name of responsible educational agency: _____

The applicant district hereby assures the following:

1. The board of trustees or administrative officer of the applicant district/institution has reviewed all information contained in this application and has approved the application for submission.
2. The board of trustees or governing agent of the applicant district/institution has designated

Print or type name

Position

as authorized representative for the district/institution to make representations and matching funds on behalf of the district or institution regarding this application. This individual is responsible for all reports, amendments and is the contact person to be called first for all project review.

3. The board of trustees or administrative officer of the applicant district/institution has designated

Print or type name

Position

as the person responsible for keeping the financial records for the approved project.

4. The applicant district/institution will comply with all appropriate sections of Public Law 95-561 (the Education Amendments of 1978) and Public Law 94-482 (Vocational Education Act of 1976).
5. The applicant district has submitted to the Office of Public Instruction a General Application for Federal Funds containing the assurances set forth in Section 1231 of Public Law 95-561 (the Education Amendments of 1978).

Date

Signature

Chairperson of the Board of Trustees
or Chairperson of the University
Department.

Print or Type

Name of Chairperson

C. STATEMENT OF ASSURANCES IF INDIVIDUAL IS RESPONSIBLE FOR 30% MATCH:

The applicant hereby assures that he/she will be responsible for all reports, amendments and financial records of the project and is the contact person for project review and dissemination of results of training.

Date

Signature _____

Print or Type

Name of Applicant

PROPOSED BUDGET

BUDGET ITEMS*		LINE ITEM	MATCH	OFFICIAL USE ONLY APPROVED BUDGET
0232	Instructional Supplies	\$		
0252	Inservice Training Expenses			
0258	Instructional Travel Expenses			
0285	Consultant's Fee			
0288	Consultant's Travel			
Contracted Services (District/Individual)		Requested Funds	District/Individual	
		\$	\$	
TOTAL BUDGET		\$	\$	

Approval:

Economic Consultants Northwest

Date

- 0232 Instructional Supplies. Expenditures for all supplies constructively consumed in the teaching-learning process.
- 0252 Inservice Training Expenses. Expenses related to inservice training, such as substitutes for vocational instructors who are away on related inservice training, tuition fees, etc.
- 0258 Instructional Travel Expenses. Expenses for approved instructional travel.
- 0285 Consultant's Fees. Expenses for approved consultant's fees.
- 0288 Consultant's Travel. Expenses for approved consultant's travel.

*Note: These numbers may be changed by the administering institution to fit existing accounting numbers.

STATE OF MONTANA
TRAVEL RATES

01/01/84 Travel, Rules and Regulations C-0800

NOTE: Include appropriate program number(s) to be charged on travel expense voucher in upper righthand box identified "Department." Also, include the breakdown if more than one program is charged. (See sample C-0825a.)

All commercial air travel must be by the least expensive class service available.

The following is a clarification of state mileage rates:

17.5 cents per mile for:

Staff member electing to use privately owned vehicles when a motor pool vehicle is available.

20.5 cents per mile for:

Persons not employed by the office but who are traveling for the office (consultants, advisory council members, etc.).

Staff member who uses a personal car when a state motor pool vehicle is unavailable. (Includes staff based outside Helena.)
The form "Personal Vehicle Use Authority Form" signed by the motor pool personnel must accompany the travel voucher before the 20.5 cent rate can be applied for staff based in Helena.

Staff member who uses a personal car when the total travel per day does not exceed 25 miles.

41 cents per nautical mile for:

State officers and employees, when using their own airplanes in the performance of official duties, are entitled to reimbursement at 41 cents per nautical mile.

MEALS

To be eligible for the meal allowance, an employee must have been in a travel status for more than three continuous hours and have traveled outside the 30-mile radius of designated base.**

	<u>In-State</u>	<u>Out-of-State</u>
<u>Morning Meal</u> allowance if in a travel status between hours of 12:01 a.m. and 10 a.m. Not eligible if departure at 7 a.m. or after.	\$ 3.00	\$ 4.00
<u>Noon Meal</u> allowance if in a travel status between 10:01 a.m. and 3 p.m.	3.50	6.50
<u>Evening Meal</u> allowance if in a travel status between 6:01 p.m. and 12 midnight. Not eligible if return to Helena at 6 p.m. or before.	8.00	12.00

—Only one of the three allowances is provided if the travel is performed within the employee's assigned travel shift.

**Designated Base - within 30-mile radius.

01/01/84

Travel, Rules and Regulations

C-0800a

--A maximum of two meal allowances is provided if the travel begins before OR is completed after the employee's assigned travel shift and the travel does not exceed 24 hours.

--TRAVEL SHIFT is that period of time beginning 1 hour before and/or terminating 1 hour after the employee's normally assigned work shift.

LODGING RATES

Not Exceeding

In-State \$ 24.00 a day

ORIGINAL motel receipt must be submitted with Reimbursement Request. (Original credit card receipt is not acceptable.)

Out-of-State \$50.00 a day

No Motel Receipt \$7.00 a day

High Cost Designation (submission of receipt as identified above):

Albany	Dallas	Los Angeles	Portland, ME
Albuquerque	Denver	Miami	Rochester, NY
Anchorage	Detroit	Milwaukee	Sacramento
Atlanta	Harrisburg	Newark	San Diego
Atlantic City, NJ	Hartford, CT	New Orleans	San Francisco
Austin	Honolulu	New York	Seattle
Boston	Houston	Orlando	St. Louis, MO
Charlotte, NC	Indianapolis	Philadelphia	Tampa
Chicago	Kansas City, MO	Pittsburgh	Washington, DC
All Foreign Cities			

The "high cost" area is defined as the area contained in the city limits plus the area within 15 miles of the city limits. The area immediately surrounding the city's airport would also be included if it is not within the areas described above.

OTHER EXPENSES

Receipts are required. Itemize by day in block provided on claim form. Call Accounting if you have questions.

If a travel advance is applicable, enter the amount received in the space provided on the travel expense voucher.

Item #4 of Travel Expense Voucher "Mode of Travel" is identified as follows:

CA - Commercial Airline
SC - State Car
PC - Personal Car

Non-Staff persons are NOT permitted to travel in state motor vehicles except on state business.

NOTE: Compensatory time or overtime is not allowable for hours spent for meals or lodging.

APPENDIX C

EXHIBIT 1: SELECTION CRITERIA

EXHIBIT 1

PROFESSIONAL DEVELOPMENT GRANT
SELECTION CRITERIA

- 1) Need Statement (20 points):
Is this project worthwhile? _____
- 2) Objectives (25 points):
Do the objectives relate specifically to the needs statements? Is it clear what is going to be accomplished? _____
- 3) Activities and Methodology (15 points):
Have the activities of the proposed project been clearly stated? _____
- 4) Time Frame (10 points):
Can the project be completed within the contract time schedule of the administrating agency? _____
- 5) Dissemination (20 points):
Will the results of the proposed project be shared with other vo-ed instructors? _____
- 6) Budget (10 points):
Is the match calculated correctly? Does the budget follow state rate allowances? _____

PROPOSAL SCORE =
=====

TOTAL POSSIBLE POINTS = 100
=====

APPENDIX C

EXHIBIT 2: FINAL CERTIFIED EXPENDITURE REPORT

State of Montana Office of Public Instruction J Argenbright, Superintendent Helena, MT 59620		FINAL EXPENDITURE REPORT			Center _____
		Project No. _____	Project FY _____		
Items	Total Amount of Federal Funds Expended	Actual Expended Matching Funds	Total Amount Expended for Project	State Use Only Approved for Reimbursement	
Administration					
Administrative salaries	XXXXXXXXXX				
Other expenses	XXXXXXXXXX				
TOTAL ADMINISTRATION	XXXXXXXXXX				
Instruction					
Supervisors' salaries					
Instructors' salaries					
Clerical salaries					
Instructional supplies					
Instructional minor equipment**					
Other supervisory expenses					
Other instructional expenses					
Instructional travel expenses					
Consultants' fees					
Consultants' travel					
Other consultants' expenses					
TOTAL INSTRUCTION					
Supportive Services					
Guidance salaries					
Clerical salaries					
Guidance travel expenses					
Other guidance expenses					
TOTAL SUPPORTIVE SERVICES					
Maintenance of Plant					
Instructional equipment maint & repair					
Rental of lands & buildings					
TOTAL MAINTENANCE OF PLANT					
Other Current Charges					
Social Security					
Teachers' retirement					
Public employees' retirement					
Unemployment compensation					
Rental of lands & buildings					
Insurance					
Other expenses (specify)					
TOTAL OTHER CURRENT CHARGES					
Capital Outlay					
Instructional major equipment***					
TOTAL CAPITAL OUTLAY					
GRAND TOTAL					

Centers must designate appropriate SBAS numbers on each item.

*Minor equipment items under \$300.00.

**Equipment purchases over \$300.00.

An itemized list of major and minor instructional equipment should be included.

State of _____

County of _____

I swear (or affirm) that all statements made herein are true and correct to the best of my personal knowledge.

Signature of Applicant _____

Subscribed and sworn before me this _____ day of _____, 19____.

Notary

APPENDIX C

EXHIBIT 3: PROPOSED BUDGET

EXHIBIT 3

SUMMARY OF PROPOSED BUDGET*

BUDGET ITEMS**	TOTAL	FEDERAL AMOUNT (70% OF TOTAL)	LOCAL MATCH (30% OF TOTAL)
0232 Instructional Supplies	\$		
0252 Inservice Training Expenses			
0258 Instructional Travel Expenses			
0285 Consultant's Fees			
0288 Consultant's Travel			
TOTAL BUDGET***	\$		

Approval:

Administrating Agency

Date

- 0232 Instructional Supplies. Expenditures for all supplies constructively consumed in the teaching-learning process.
- 0252 Inservice Training Expenses. Expenses related to inservice training, such as substitutes for vocational instructors who are away on related inservice training, tuition fees, etc.
- 0258 Instructional Travel Expenses. Expenses for approved instructional travel (air fare, taxi fare, meals, lodging, etc.)
- 0285 Consultant's Fees. Expenses for approved consultant's fees.
- 0288 Consultant's Travel. Expenses for approved consultant's travel.

* Please break down budget showing such items as air fare, substitution pay, registration costs, etc.

** All budget items must follow state rate allowances (see Attachment A - State Rates).

*** If the total proposed budget were \$1000.00, the Federal Grant Amount would be \$700.00 (or 70%) and Local Match would be \$300.00 (or 30%).

APPENDIX D

SUMMARY OF PROFESSIONAL DEVELOPMENT GRANT EXPENSES

SUMMARY OF PROFESSIONAL
DEVELOPMENT GRANT EXPENSES

This supplement contains the General Ledger Listing, Balance Sheet, and Income and Expense Statement. The General Ledger Listing shows all accounting transactions and adjustments from September 1984 through September 1985, and lists all transactions by accounts. The Balance Sheet shows the remaining balance in the OPI Professional Development Grant fund. The Income and Expense statement is a breakdown of the total budgeted and actual expenses for ECN and each awardee.

A brief summary of the Professional Development Grant accounting is as follows:

Forward Funding to ECN	\$39,475.00	
Total Expenses	<u>35,486.80</u>	
Checkbook Balance		\$ 3,988.20 =====

Also submitted with this report are the individual files of ECN and the awardees. These files contain all documentation of expenses.

FINANCIAL REPORT

Professional Development Grants
Office of Public Instruction
September 30, 1985

Balance Sheet

	<u>Current Balance</u>
Assets	
100 Cash in Bank - 1st Nat'l Bank	3,988.20
120 Advance Payments	0.00
Total Assets	<u>3,988.20</u>

Professional Development Grants
Office of Public Instruction
September 30, 1985

Income & Expense Statement

	Current Month	Year to Date	Budgeted
	-----	-----	-----
Funding			
Funds Applied	0.00	(39,475.00)	(43,300.00)
Administrative Expenses			
Economic Consultants Northwest (ECN)			
530 Supervisor's Salaries	4,565.41	5,955.41	5,570.00
540 Other Expenses	777.09	777.09	1,162.50
	-----	-----	-----
Total Expenses (ECN)	5,342.50	6,732.50	6,732.50
Participant Expenses			
Mitzi Rice (0001)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	0.00	259.54	435.00
258 Instructional Travel	0.00	521.98	419.00
285 Consultants Fees	0.00	0.00	160.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0001)	0.00	781.52	1,014.00
Barbara Robertson (0002)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	182.00	182.00	435.00
258 Instructional Travel	512.61	512.61	419.00
285 Consultants Fees	0.00	0.00	160.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0002)	694.61	694.61	1,014.00
Jerry Dobesh (0003)			
232 Instructional Supplies	0.00	0.00	125.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	0.00	0.00	0.00
285 Consultants Fees	5,826.50	5,826.50	5,721.00
288 Consultants Travel	400.00	400.00	380.50
	-----	-----	-----
Total Expenses (0003)	6,226.50	6,226.50	6,226.50

Professional Development Grants
Office of Public Instruction
September 30, 1985

Income & Expense Statement

	Current Month	Year to Date	Budgeted
	-----	-----	-----
Leonard Bates (0004)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	0.00	431.53	432.00
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0004)	0.00	431.53	432.00
Michael Caver (0005)			
232 Instructional Supplies	89.45	89.45	615.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	910.48	910.48	654.07
285 Consultants Fees	829.14	829.14	530.00
288 Consultants Travel	0.00	0.00	30.00
	-----	-----	-----
Total Expenses (0005)	1,829.07	1,829.07	1,829.07
James Burdette (0006)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	765.58	765.58	845.25
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0006)	765.58	765.58	845.25

Professional Development Grants
Office of Public Instruction
September 30, 1985

Income & Expense Statement

	Current Month	Year to Date	Budgeted
	-----	-----	-----
Alex Cardeville (0007)			
232 Instructional Supplies	0.00	0.00	70.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	1,491.00	1,491.00	1,421.00
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0007)	1,491.00	1,491.00	1,491.00
Judy Brogan (0010)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	895.00	895.00	895.00
258 Instructional Travel	1,290.89	1,290.89	1,310.00
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0010)	2,185.89	2,185.89	2,205.00
Marvelle Cole (0011)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	117.18	117.18	117.60
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0011)	117.18	117.18	117.60

Professional Development Grants
Office of Public Instruction
September 30, 1985

Income & Expense Statement

	Current Month	Year to Date	Budgeted
	-----	-----	-----
Lee Holmes (0012)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	2,215.80	2,215.80	2,312.80
285 Consultants Fees	1,441.00	1,441.00	1,344.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0012)	3,656.80	3,656.80	3,656.80
Steve Thurston (0013)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	367.50	367.50	455.00
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0013)	367.50	367.50	455.00
Duane Roll (0014)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	610.75	610.75	925.75
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0014)	610.75	610.75	925.75

Professional Development Grants
Office of Public Instruction
September 30, 1985

Income & Expense Statement

	Current Month	Year to Date	Budgeted
	-----	-----	-----
Suzanne Waring (0015)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	525.00	525.00	525.00
258 Instructional Travel	84.00	84.00	84.00
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0015)	609.00	609.00	609.00
 William Dotter (0016)			
232 Instructional Supplies	29.19	29.19	210.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	622.00	622.00	840.00
285 Consultants Fees	300.00	300.00	0.00
288 Consultants Travel	821.42	821.42	895.00
	-----	-----	-----
Total Expenses (0016)	1,772.61	1,772.61	1,945.00
 Marion Nelson (0019)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	105.00	105.00	35.00
258 Instructional Travel	408.58	408.58	556.50
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0019)	513.58	513.58	591.50

Professional Development Grants
Office of Public Instruction
September 30, 1985

Income & Expense Statement

	Current Month	Year to Date	Budgeted
	-----	-----	-----
Aida Buer (0021)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	773.50	773.50	773.50
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0021)	773.50	773.50	773.50
Doug Pollette (0023)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	2,728.05	2,728.05	4,500.00
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	218.24	218.24	360.00
	-----	-----	-----
Total Expenses (0023)	2,946.29	2,946.29	4,860.00
Linda Cotton (0024)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	119.14	119.14	664.00
258 Instructional Travel	501.27	501.27	350.00
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0024)	620.41	620.41	1,014.00

Professional Development Grants
Office of Public Instruction
September 30, 1985

Income & Expense Statement

	Current Month	Year to Date	Budgeted
	-----	-----	-----
Ronald Higgins (0025)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	0.00	0.00	140.00
258 Instructional Travel	862.23	862.23	826.00
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0025)	862.23	862.23	966.00
Ronald Talmase (0027)			
232 Instructional Supplies	35.00	35.00	120.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	326.00	326.00	241.00
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0027)	361.00	361.00	361.00
William Lodermeier (0028)			
232 Instructional Supplies	94.00	94.00	0.00
252 Inservice Training	173.10	173.10	305.00
258 Instructional Travel	147.90	147.90	110.00
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0028)	415.00	415.00	415.00

Professional Development Grants
Office of Public Instruction
September 30, 1985

Income & Expense Statement

	Current Month	Year to Date	Budgeted
	-----	-----	-----
Larry Hart (0029)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	454.36	454.36	525.00
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0029)	454.36	454.36	525.00
Margaret Arnott (0030)			
232 Instructional Supplies	0.00	0.00	0.00
252 Inservice Training	0.00	0.00	0.00
258 Instructional Travel	268.39	268.39	389.20
285 Consultants Fees	0.00	0.00	0.00
288 Consultants Travel	0.00	0.00	0.00
	-----	-----	-----
Total Expenses (0030)	268.39	268.39	389.20
Fund Balance	32,883.75	(3,988.20)	(3,906.33)

GENERAL LEDGER

Date: Sep 30 85

Professional Development Grants

Page: 1

September 30, 1985

General Ledger Listing

Current fiscal period 12, Accounts from [] to [zzzzzz]

Detail listing for batches 1 to 11.

Acct Code	Dept Code	Pd S	Date	Account Name Description	Ref	Debit	Credit	Net Change	Balance
100				Cash in Bank - 1st Nat'l Bank					0.00
			3 1 Sep 28 84	Grant - #1			5,000.00		
			3 1 Sep 28 84	Grant #1 9/28/84		5,000.00			
			3 1 Sep 28 84	Adj Entry		5,000.00		5,000.00	5,000.00
			4 2 Oct 02 84	ECN - Invoice 9/5/84	J0003		1,427.55		
			4 2 Oct 02 84	Barbara Robertson (0002)	J0002		709.80		
			4 2 Oct 02 84	Mitzi Rice (0001)	J0001		709.80		
			4 9 Oct 31 84	Error on Check	J0003		0.40	2,847.55-	2,152.45
			7 2 Nov 30 84	ECN - Invoice 10/02/84	J0010		405.40		
			7 2 Dec 10 84	ECN	J0011		690.00		
			7 2 Dec 10 84	Forward Funding Deposit	DEPOS	10,000.00			
			7 2 Dec 11 84	Michael Caver (0005) FF	J0009		1,294.00		
			7 2 Jan 04 85	ECN-Jan. 4, 1985 Invoice			518.65	7,091.95	9,244.40
			8 2 Feb 01 85	ECN-Feb. 1, 1985 Invoice			350.00	350.00-	8,894.40
			9 1 Mar 26 85	Grant #3 Forward Funding		17,475.00			
			9 2 Mar 01 85	ECN-Mar. 1, 1985 Invoice			465.00		
			9 2 Mar 14 85	VOID		0.00			
			9 2 Mar 14 85	Alex Cardeville-Frwd.Fnd			1,118.25		
			9 2 Mar 14 85	Judy Brogan-Forward Fund			1,653.75		
			9 2 Mar 14 85	Leonard Bates-Final Pymt			431.53		
			9 2 Mar 14 85	William Dotter-Frwd.Fund			1,458.75		
			9 2 Mar 14 85	Ronald Higgins-Frwd.Fund			724.50		
			9 2 Mar 27 85	H Lee Holmes Forward Fnd X-15			2,742.60		
			9 2 Mar 27 85	Wm. Lodermeier-Frwd.Fund	1001		311.25		
			9 2 Mar 27 85	Marion Nelson--Frwd.Fund	1002		443.63		
			9 2 Apr 08 85	ECN - March 1985 Invoice	1004		450.00		
			9 2 Apr 08 85	Aida Buer-Forward Fund	1003		580.13		
			9 2 Apr 25 85	Suzanne Waring-Frwd.Fund	1005		456.75	6,638.86	15,533.26
			11 2 May 02 85	ECN - APRIL INVOICE	1006		90.00		
			11 2 May 03 85	LARRY HART-FORWARD FUND	1007		393.75		
			11 2 May 06 85	JAMES BURDETTE-FRWD.FUND	1008		633.94		
			11 2 May 20 85	JUDY BROGAN-FINAL PYMT.	1009		532.14		
			11 2 May 23 85	DOUG POLETTE-FRWD. FUND	1010		3,645.00		
			11 2 May 29 85	VOID	1012	0.00			
			11 2 May 29 85	JERRY DOBESH-FRWD. FUND	1011		4,669.88		
			11 2 May 31 85	ECN - MAY INVOICE	1013		180.00		
			11 2 Jun 24 85	LINDA COTTON-FRWD. FUND	1014		760.50		
			11 2 Jun 25 85	MARVELLE COLE-FINAL PYMT	1015		117.18		
			11 2 Jul 01 85	ECN - JUNE INVOICE	1016		230.00		
			11 2 Jul 01 85	MARGARET ARNOTT-FIN PYMT	1017		268.39		
			11 2 Jul 02 85	WILLIAM LODERMEIER-FINAL	1018		103.75		
			11 2 Jul 08 85	MARION NELSON-FINAL PYMT	1019		69.95		
			11 2 Jul 18 85	AIDA BUER-FINAL PYMT	1020		193.37		
			11 2 Jul 23 85	REIMB GRANT #0002	DEPOS	15.19			

September 30, 1985

General Ledger Listing

Acct Code	Dept Code	Pd S	Date	Account Name Description	Ref	Debit	Credit	Net Change	Balance
100				Cash in Bank - 1st Nat'l Bank			(continued)		
			11 2 Jul 24 85	ALEX CAPDEVILLE-FIN PYMT	1021		372.75		
			11 2 Jul 25 85	STEVE THURSTON-FIN PYMT	1022		367.50		
			11 2 Jul 26 85	WILLIAM DOTTER-FIN PYMT	1023		313.86		
			11 2 Jul 29 85	MICHAEL CAVEY-FINAL PYMT	1024		535.07		
			11 2 Jul 30 85	SUZANNE WARING-FINAL PYMT	1025		152.25		
			11 2 Aug 01 85	ECN - JULY INVOICE	1026		890.00		
			11 2 Aug 02 85	RONALD HIGGINS-FINAL PYM	1027		137.73		
			11 2 Aug 07 85	DUANE ROLL-FINAL PYMT	1028		610.75		
			11 2 Aug 13 85	ECN-FRWD FUNDING DEPOSIT	DEPOS	7,000.00			
			11 2 Aug 16 85	JAMES BURDETTE-FINAL PYM	1029		131.64	8,384.21-	7,149.05
			12 2 Aug 27 85	Jerry Dobesh-Final Pymt.	1030		1,556.62		
			12 2 Sep 10 85	Ronald Talmage-Final Pym	1032		361.00		
			12 2 Sep 11 85	H. Lee Holmes-Final Pymt	1033		914.20		
			12 2 Sep 14 85	ECN-August Invoice	1031		310.00		
			12 2 Sep 16 85	Mitzi Rice-Final Payment	1034		71.72		
			12 2 Sep 20 85	Reimb. Grant #0023	DEPOS	698.71			
			12 2 Sep 26 85	Reimb. Grant #0024	DEPOS	140.09			
			12 2 Sep 30 85	Larry Hart-Final Payment	1035		60.61		
			12 2 Sep 30 85	ECN-September Invoice	1036		725.50	3,160.85-	3,988.20 *
120				Forward Fundings					0.00
			4 2 Oct 02 84	Mitzi Rice (0001)	J0001	709.80			
			4 2 Oct 02 84	Barbara Robertson (0002)	J0002	709.80		1,419.60	1,419.60
			7 2 Dec 11 84	Michael Cavey (0005) FF	J0009	1,294.00			
			7 2 Jan 04 85	ECN-Jan. 4, 1985 Invoice		518.65			
			7 2 Jan 24 85	Mitzi Rice (0001)	J0008		709.62	1,103.03	2,522.63
			8 2 Feb 01 85	ECN-Feb. 1, 1985 Invoice		350.00			
			8 9 Feb 28 85	TO RECRD RECPTS - 0004	JE #1		431.53	81.53-	2,441.10
			9 2 Mar 01 85	ECN-Mar. 1, 1985 Invoice		465.00			
			9 2 Mar 14 85	Judy Brogan-Forward Fund		1,653.75			
			9 2 Mar 14 85	Ronald Higgins-Frwd.Fund		724.50			
			9 2 Mar 14 85	William Dotter-Frwd.Fund		1,458.75			
			9 2 Mar 14 85	Alex Cardeville-Frwd.Fnd		1,118.25			
			9 2 Mar 14 85	Leonard Bates-Final Pymt		431.53			
			9 2 Mar 27 85	Marion Nelson-Frwd.Fund	1002	443.63			
			9 2 Mar 27 85	Wm. Lodermeier-Frwd.Fund	1001	311.25			
			9 2 Mar 27 85	H Lee Holmes Forward Fnd	X-15	2,742.60			
			9 2 Apr 08 85	Aida Buer-Forward Fund	1003	580.13			
			9 2 Apr 08 85	ECN - March 1985 Invoice	1004	450.00			
			9 2 Apr 25 85	Suzanne Warins-Frwd.Fund	1005	456.75		10,836.14	13,277.24
			11 2 May 03 85	LARRY HART-FORWARD FUND	1007	393.75			
			11 2 May 06 85	JAMES BURDETTE-FRWD.FUND	1008	633.94			
			11 2 May 20 85	JUDY BROGAN-FINAL PYMT.	1009	532.14			
			11 2 May 23 85	DOUG POLETTE-FRWD. FUND	1010	3,645.00			
			11 2 May 29 85	JERRY DOBESH-FRWD. FUND	1011	4,669.88			
			11 2 Jun 24 85	LINDA COTTON-FRWD. FUND	1014	760.50			
			11 2 Jun 25 85	MARVELLE COLE-FINAL PYMT	1015	117.18			
			11 2 Jul 01 85	MARGARET ARNOTT-FIN PYMT	1017	268.39			

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General Ledger Listing

Acct Code	Dept Code	Pd S	Account Name	Date	Description	Ref	Debit	Credit	Net Change	Balance
120			Forward Funding					(continued)		
				11 2 Jul 02 85	WILLIAM LODERMEIER-FINAL	1018	103.75			
				11 2 Jul 08 85	MARION NELSON-FINAL PYMT	1019	69.95			
				11 2 Jul 18 85	AIDA BUER-FINAL PYMT	1020	193.37			
				11 2 Jul 23 85	REIMB GRANT #0002	DEPOS		15.19		
				11 2 Jul 24 85	ALEX CAPDEVILLE-FIN PYMT	1021	372.75			
				11 2 Jul 25 85	STEVE THURSTON-FIN PYMT	1022	367.50			
				11 2 Jul 26 85	WILLIAM DOTTER-FIN PYMT	1023	313.86			
				11 2 Jul 29 85	MICHAEL CAVEY-FINAL PYMT	1024	535.07			
				11 2 Jul 30 85	SUZANNE WARING-FINL PYMT	1025	152.25			
				11 2 Aug 02 85	RONALD HIGGINS-FINAL PYM	1027	137.73			
				11 2 Aug 07 85	DUANE ROLL-FINAL PYMT	1028	610.75			
				11 2 Aug 16 85	JAMES BURDETTE-FINAL PYM	1029	131.64			
				11 9 Sep 30 85	Expense #0001	JE		71.90	13,922.31	27,199.55
				12 2 Aug 27 85	Jerry Dobesh-Final Prmt.	1030	1,556.62			
				12 2 Sep 10 85	Ronald Talmase-Final Pym	1032	361.00			
				12 2 Sep 11 85	H. Lee Holmes-Final Prmt	1033	914.20			
				12 2 Sep 16 85	Mitzi Rice-Final Payment	1034	71.72			
				12 2 Sep 20 85	Reimb. Grant #0023	DEPOS		698.71		
				12 2 Sep 26 85	Reimb. Grant #0024	DEPOS		140.09		
				12 2 Sep 30 85	Larry Hart-Final Payment	1035	60.61			
				12 9 Sep 30 85	TO ADJUST FF-PDG# 0006	AJ 004		765.58		
				12 9 Sep 30 85	TO ADJUST FF-PDG #0024	AJ 017		119.14		
				12 9 Sep 30 85	TO ADJUST FF-PDG# 0010	AJ 008		895.00		
				12 9 Sep 30 85	TO ADJUST FF-PDG #0023	AJ 016		2,728.05		
				12 9 Sep 30 85	TO ADJUST FF-PDG# 0007	AJ 007		1,491.00		
				12 9 Sep 30 85	TO ADJUST FF-PDG# 0012	AJ 010		2,215.80		
				12 9 Sep 30 85	TO ADJUST FF-PDG #0027	AJ 019		35.00		
				12 9 Sep 30 85	TO ADJUST FF-PDG #0027	AJ 019		326.00		
				12 9 Sep 30 85	TO ADJUST FF-PDG# 0011	AJ 009		117.18		
				12 9 Sep 30 85	TO ADJUST FF-PDG #0028	AJ 020		173.10		
				12 9 Sep 30 85	TO ADJUST FF-SUPVSR SALR	AJ 024		465.00		
				12 9 Sep 30 85	TO ADJUST FF-PDG# 0012	AJ 010		1,441.00		
				12 9 Sep 30 85	TO ADJUST FF-SUPVSR SALR	AJ 025		450.00		
				12 9 Sep 30 85	TO ADJUST FF-PDG #0023	AJ 016		218.24		
				12 9 Sep 30 85	TO ADJUST FF-PDG# 0010	AJ 008		1,290.89		
				12 9 Sep 30 85	Adj FF to #28	Adjst		147.90		
				12 9 Sep 30 85	Adj FF to #28	Adjst		94.00		
				12 9 Sep 30 85	Adj FF to #29	Adjst		454.36		
				12 9 Sep 30 85	Adj FF to #19	Adjst		408.58		
				12 9 Sep 30 85	Adj FF to #19	Adjst		105.00		
				12 9 Sep 30 85	TO ADJUST FF-PDG# 0013	AJ 011		367.50		
				12 9 Sep 30 85	TO ADJUST FF-PDG #0016	AJ 014		29.19		
				12 9 Sep 30 85	TO ADJUST FF-PDG# 0003	AJ 002		400.00		
				12 9 Sep 30 85	TO ADJUST FF-PDG# 0015	AJ 013		84.00		
				12 9 Sep 30 85	TO ADJUST FF-PDG# 0005	AJ 003		89.45		
				12 9 Sep 30 85	TO ADJUST FF-PDG# 0015	AJ 013		525.00		
				12 9 Sep 30 85	TO ADJUST FF-PDG #0016	AJ 014		300.00		
				12 9 Sep 30 85	TO ADJUST FF-PDG #0021	AJ 015		773.50		

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General Ledger Listing

Acct Code	Dept Code	Pd S	Account Name	Date	Description	Ref	Debit	Credit	Net Change	Balance
120			Forward Funding					(continued)		
			12 9 Sep 30 85		TO ADJUST FF-PDG# 0005	AJ 003		829.14		
			12 9 Sep 30 85		TO ADJUST FF-PDG #0030	AJ 021		268.39		
			12 9 Sep 30 85		TO ADJUST FF-PDG# 0014	AJ 012		610.75		
			12 9 Sep 30 85		TO ADJUST FF-PDG# 0003	AJ 002		5,826.50		
			12 9 Sep 30 85		TO ADJUST FF-SUPVSR SALR	AJ 022		518.65		
			12 9 Sep 30 85		TO ADJUST FF-PDG #0024	AJ 017		501.27		
			12 9 Sep 30 85		TO ADJUST FF-SUPVSR SALR	AJ 023		350.00		
			12 9 Sep 30 85		TO ADJUST FF-PDG# 0001	AJ 001		182.00		
			12 9 Sep 30 85		TO ADJUST FF-PDG# 0005	AJ 003		910.48		
			12 9 Sep 30 85		TO ADJUST FF-PDG #0025	AJ 018		862.23		
			12 9 Sep 30 85		TO ADJUST FF-PDG# 0001	AJ 001		512.61		
			12 9 Sep 30 85		TO ADJUST FF-PDG #0016	AJ 014		622.00		
			12 9 Sep 30 85		TO ADJUST FF-PDG #0016	AJ 014		821.42	27,199.55-	0.00 *
290			Fund Balance							0.00 *
310			Funds							0.00
			3 1 Sep 28 84		Grant - #1		5,000.00			
			3 1 Sep 28 84		Grant #1 9/28/84			5,000.00		
			3 1 Sep 28 84		Adj Entry			5,000.00	5,000.00-	5,000.00-
			7 2 Dec 10 84		Forward Funding Deposit	DEPOS		10,000.00	10,000.00-	15,000.00-
			9 1 Mar 26 85		Grant #3 Forward Funding			17,475.00	17,475.00-	32,475.00-
			11 2 Aug 13 85		ECN-FRWD FUNDING DEPOSIT	DEPOS		7,000.00	7,000.00-	39,475.00- *
520			Administration - ECN							0.00
			4 2 Oct 02 84		ECN - Invoice 9/5/84	J0003	1,427.55			
			4 9 Oct 31 84		Error on Check J0003		0.40		1,427.95	1,427.95
			7 2 Nov 30 84		ECN - Invoice 10/02/84	J0010	405.40			
			7 2 Dec 10 84		ECN	J0011	690.00		1,095.40	2,523.35
			12 9 Sep 30 85		Xfer 520 to 530	JE		2,523.35	2,523.35-	0.00 *
530			Supervisor's Salaries							0.00
			11 2 May 02 85		ECN - APRIL INVOICE	1006	90.00			
			11 2 May 31 85		ECN - MAY INVOICE	1013	180.00			
			11 2 Jul 01 85		ECN - JUNE INVOICE	1016	230.00			
			11 2 Aug 01 85		ECN - JULY INVOICE	1026	890.00		1,390.00	1,390.00
			12 2 Sep 14 85		ECN-August Invoice	1031	310.00			
			12 2 Sep 30 85		ECN-September Invoice	1036	725.50			
			12 9 Sep 30 85		Xfer Other Expenses	JE		777.09		
			12 9 Sep 30 85		Xfer 520 to 530	JE	2,523.35			
			12 9 Sep 30 85		TO ADJUST FF-SUPVSR SALR	AJ 022	518.65			
			12 9 Sep 30 85		TO ADJUST FF-SUPVSR SALR	AJ 023	350.00			
			12 9 Sep 30 85		TO ADJUST FF-SUPVSR SALR	AJ 024	465.00			
			12 9 Sep 30 85		TO ADJUST FF-SUPVSR SALR	AJ 025	450.00		4,565.41	5,955.41 *
540			Other Expenses							0.00
			12 9 Sep 30 85		Xfer Other Expenses	JE	777.09		777.09	777.09 *

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General Ledger Listing

Acct Code	Dept Code	Pd S	Account Name Date	Description	Ref	Debit	Credit	Net Change	Balance
10232			Institutional Supplies						0.00 *
10252			Inservice Training						0.00
			7 2 Jan 24 85 Mitzi Rice (0001)		J0008	125.00		125.00	125.00
			11 9 Sep 30 85 Expense #0001		JE	62.64			
			11 9 Sep 30 85 Expense #0001		JE	71.90		134.54	259.54 *
10258			Instructional Travel						0.00
			7 2 Jan 24 85 Mitzi Rice (0001)		J0008	584.62		584.62	584.62
			11 9 Sep 30 85 Expense #0001		JE		62.64	62.64-	521.98 *
10285			Consultants Fees						0.00 *
10288			Consultants Travel						0.00 *
20232			Instructional Supplies						0.00 *
20252			Inservice Training						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG# 0001		AJ 001	182.00		182.00	182.00 *
20258			Instructional Travel						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG# 0001		AJ 001	512.61		512.61	512.61 *
20285			Consultants Fees						0.00 *
20288			Consultants Travel						0.00 *
30232			Instructional Supplies						0.00 *
30252			Inservice Training						0.00 *
30258			Instructional Travel						0.00 *
30285			Consultants Fees						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG# 0003		AJ 002	5,826.50		5,826.50	5,826.50 *
30288			Consultants Travel						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG# 0003		AJ 002	400.00		400.00	400.00 *
40232			Instructional Supplies						0.00 *
40252			Inservice Training						0.00 *
40258			Instructional Travel						0.00
			8 9 Feb 28 85 TO RECD RECPTS - 0004		JE #1	431.53		431.53	431.53 *
40285			Consultants Fees						0.00 *
40288			Consultants Travel						0.00 *

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General Ledger Listing

Acct Code	Dept Code	Pd S	Account Name Date Description	Ref	Debit	Credit	Net Change	Balance
50232			Instructional Supplies					0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG# 0005	AJ 003	89.45		89.45	89.45 *
50252			Inservice Training					0.00 *
50258			Instructional Travel					0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG# 0005	AJ 003	910.48		910.48	910.48 *
50285			Consultants Fees					0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG# 0005	AJ 003	829.14		829.14	829.14 *
50288			Consultants Travel					0.00 *
60232			Instructional Supplies					0.00 *
60252			Inservice Training					0.00 *
60258			Instructional Travel					0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG# 0006	AJ 004	765.58		765.58	765.58 *
60285			Consultants Fees					0.00 *
60288			Consultants Travel					0.00 *
70232			Instructional Supplies					0.00 *
70252			Inservice Training					0.00 *
70258			Instructional Travel					0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG# 0007	AJ 007	1,491.00		1,491.00	1,491.00 *
70285			Consultants Fees					0.00 *
70288			Consultants Travel					0.00 *
80232			Instructional Supplies					0.00 *
80252			Inservice Training					0.00 *
80258			Instructional Travel					0.00 *
80285			Consultants Fees					0.00 *
80288			Consultants Travel					0.00 *
90232			Instructional Supplies					0.00 *
90252			Inservice Training					0.00 *

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General Ledger Listing

Acct Code	Dept Code	Pd S	Account Name Date	Description	Ref	Debit	Credit	Net Change	Balance
90258			Instructional Travel						0.00 *
90285			Consultants Fees						0.00 *
90288			Consultants Travel						0.00 *
100232			Instructional Supplies						0.00 *
100252			Inservice Training						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG#	0010	AJ 008	895.00		895.00	895.00 *
100258			Instructional Travel						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG#	0010	AJ 008	1,290.89		1,290.89	1,290.89 *
100285			Consultants Fees						0.00 *
100288			Consultants Travel						0.00 *
110232			Instructional Supplies						0.00 *
110252			Inservice Training						0.00 *
110258			Instructional Travel						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG#	0011	AJ 009	117.18		117.18	117.18 *
110285			Consultants Fees						0.00 *
110288			Consultants Travel						0.00 *
120232			Instructional Supplies						0.00 *
120252			Inservice Training						0.00 *
120258			Instructional Travel						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG#	0012	AJ 010	2,215.80		2,215.80	2,215.80 *
120285			Consultants Fees						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG#	0012	AJ 010	1,441.00		1,441.00	1,441.00 *
120288			Consultants Travel						0.00 *
130232			Instructional Supplies						0.00 *
130252			Inservice Training						0.00 *
130258			Instructional Travel						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG#	0013	AJ 011	367.50		367.50	367.50 *
130285			Consultants Fees						0.00 *

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General Ledger Listing

Acct Code	Dept Code	Pd S	Account Name Date	Description	Ref	Debit	Credit	Net Change	Balance
130288			Consultants Travel						0.00 *
140232			Instructional Supplies						0.00 *
140252			Inservice Training						0.00 *
140258			Instructional Travel						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG# 0014	AJ 012	610.75			610.75	610.75 *
140285			Consultants Fees						0.00 *
140288			Consultants Travel						0.00 *
150232			Instructional Supplies						0.00 *
150252			Inservice Training						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG# 0015	AJ 013	525.00			525.00	525.00 *
150258			Instructional Travel						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG# 0015	AJ 013	84.00			84.00	84.00 *
150285			Consultants Fees						0.00 *
150288			Consultants Travel						0.00 *
160232			Instructional Supplies						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG #0016	AJ 014	29.19			29.19	29.19 *
160252			Inservice Training						0.00 *
160258			Instructional Travel						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG #0016	AJ 014	622.00			622.00	622.00 *
160285			Consultants Fees						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG #0016	AJ 014	300.00			300.00	300.00 *
160288			Consultants Travel						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG #0016	AJ 014	821.42			821.42	821.42 *
190232			Instructional Supplies						0.00 *
190252			Inservice Training						0.00
			12 9 Sep 30 85 Adj FF to #19	Adjst	105.00			105.00	105.00 *
190258			Instructional Travel						0.00
			12 9 Sep 30 85 Adj FF to #19	Adjst	408.58			408.58	408.58 *
190285			Consultants Fees						0.00 *

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General Ledger Listing

Acct Code	Dept Code	Pd S	Account Name Date	Description	Ref	Debit	Credit	Net Change	Balance
190288				Consultants Travel					0.00 *
210232				Instructional Supplies					0.00 *
210252				Inservice Training					0.00 *
210258				Instructional Travel					0.00
			12 9 Sep 30 85	TO ADJUST FF-PDG #0021	AJ 015	773.50		773.50	773.50 *
210285				Consultants Fees					0.00 *
210288				Consultants Travel					0.00 *
230232				Instructional Supplies					0.00 *
230252				Inservice Training					0.00 *
230258				Instructional Travel					0.00
			12 9 Sep 30 85	TO ADJUST FF-PDG #0023	AJ 016	2,728.05		2,728.05	2,728.05 *
230285				Consultants Fees					0.00 *
230288				Consultants Travel					0.00
			12 9 Sep 30 85	TO ADJUST FF-PDG #0023	AJ 016	218.24		218.24	218.24 *
240232				Instructional Supplies					0.00 *
240252				Inservice Training					0.00
			12 9 Sep 30 85	TO ADJUST FF-PDG #0024	AJ 017	119.14		119.14	119.14 *
240258				Instructional Travel					0.00
			12 9 Sep 30 85	TO ADJUST FF-PDG #0024	AJ 017	501.27		501.27	501.27 *
240285				Consultants Fees					0.00 *
240288				Consultants Travel					0.00 *
250232				Instructional Supplies					0.00 *
250252				Inservice Training					0.00 *
250258				Instructional Travel					0.00
			12 9 Sep 30 85	TO ADJUST FF-PDG #0025	AJ 018	862.23		862.23	862.23 *
250285				Consultants Fees					0.00 *
250288				Consultants Travel					0.00 *
270232				Instructional Supplies					0.00

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Date: Sep 30 85

Professional Development Grants

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General Ledger Listing

Acct Code	Dept Code	Pd S	Account Name Date	Description	Ref	Debit	Credit	Net Change	Balance
270232			Instructional Supplies						
			12 9 Sep 30 85 TO ADJUST FF-PDG #0027		AJ 019	35.00		35.00	35.00 *
270252			Inservice Training						0.00 *
270258			Instructional Travel						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG #0027		AJ 019	326.00		326.00	326.00 *
270285			Consultants Fees						0.00 *
270288			Consultants Travel						0.00 *
280232			Instructional Supplies						0.00
			12 9 Sep 30 85 Adj FF to #28		Adjst	94.00		94.00	94.00 *
280252			Inservice Training						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG #0028		AJ 020	173.10		173.10	173.10 *
280258			Instructional Travel						0.00
			12 9 Sep 30 85 Adj FF to #28		Adjst	147.90		147.90	147.90 *
280285			Consultants Fees						0.00 *
280288			Consultants Travel						0.00 *
290232			Instructional Supplies						0.00 *
290252			Inservice Training						0.00 *
290258			Instructional Travel						0.00
			12 9 Sep 30 85 Adj FF to #29		Adjst	454.36		454.36	454.36 *
290285			Consultants Fees						0.00 *
290288			Consultants Travel						0.00 *
300232			Instructional Supplies						0.00 *
300252			Inservice Training						0.00 *
300258			Instructional Travel						0.00
			12 9 Sep 30 85 TO ADJUST FF-PDG #0030		AJ 021	268.39		268.39	268.39 *
300285			Consultants Fees						0.00 *
300288			Consultants Travel						0.00 *
						120,570.81	120,570.81		

132 accounts listed.

217 transactions listed.

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